

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**



**AIR FORCE INSTRUCTION 34-246**

**AIR EDUCATION AND TRAINING COMMAND**

**Supplement 1**

**21 MAY 2002**

**Services**

**AIR FORCE LODGING PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFI 34-246, 17 May 2001, is supplemented as follows:**

This publication does not apply to the Air National Guard and Air Force Reserve Command units. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10, United States Code, Section 8013. System of Records notice F034 AF AFSVA A, Lodging Reservations System, applies. Submit requests for changes to this supplement to HQ AETC/SV (include paragraph references). Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4).

**SUMMARY OF REVISIONS**

This revision incorporates interim change (IC) 2002-1 which strengthens the requirement to maximize the use of onbase lodging of TDY-to-school students (paragraph **1.6.4.**); adds guidance on the wear of uniforms (paragraphs **1.12.**, **1.12.1. (Added)**, **1.12.2. (Added)**, and **1.12.3. (Added)**); adds the requirement to exclude assessments when computing personnel costs (paragraph **3.9.**); adds the requirement to use the local cable television (TV) guide or equivalent as the TV guide and channel listing (**Table A3.1.**); and lists the authorized uniform items by functional area (**Attachment 7 (Added)**). It also deletes the guidance that addressed billing of long-term guests. See the last attachment of this publication (IC 2002-1) for the complete IC. A bar ( | ) in the left margin indicates revision from the previous edition.

1.6.4. Lodging procedures for students who are on temporary duty (TDY) to school are as follows:

1.6.4.1. (Added) Students attending formal training courses funded with TDY-to-school dollars have priority for onbase lodging over all other personnel categories listed in Chapter 1, Table 1 (basic publication).

1.6.4.2. (Added) Managers must maximize the use of onbase lodging. This means that managers may require students to be lodged both on and off base during the course of their TDY, provided students are

only moved once and the length of stay in both locations is at least 5 days. For example, if students arrive and space is available for the first 5 days on base and the length of the TDY is 10 days, managers must place the students on base and then move them to off-base lodging for the remaining 5 days. Students must receive 24-hours notice of any move on or off base.

1.6.4.3. (Added) A student's reservation must be changed from off base to on base if quarters become available prior to his or her arrival in the area. The lodging office must notify the student or point of contact when reservations are changed, and the student will also be notified when reservations are confirmed.

1.6.4.4. (Added) Managers must ensure the lodging office places each student on a waiting list for the first available vacancy. When lodging becomes available, the lodging office will call the student to inform him or her to move on base.

1.6.4.5. (Added) The general manager will obtain annual class schedules from the base training registrar or individual squadron training manager (as appropriate for each base) and make group reservations in the Lodging Automated System (LTS) for the projected classes (by class name, class number, and number of students). Training schedules will be updated quarterly and reviewed monthly for accurate forecasting of the next 3 months.

1.11. The general manager will notify HQ AETC/SVX of any intent to redesignate lodging rooms/facilities to permanent party and/or permanent party room/facilities to lodging, effective date of redesignation, and net result to lodging assets.

1.12. General managers, assistant managers, and civilian lodging staff will wear basic uniform units that consist of top garments (blouse or shirt) and bottom garments (skirt, slacks, shorts, or pants). Optional wear is a whole-piece garment (jumpsuit, coverall, or dress) that counts as one uniform unit. In hot or humid locations, shorts are authorized seasonally for all personnel, except supervisory and management staff. Shorts may not exceed 2 1/2 inches above the knee. A maximum of five uniform sets for full-time employees and three sets for flex employees may be issued in any combination. Sets are defined as top and bottom units of the basic uniform. Military personnel assigned to lodging will wear the appropriate military uniform and Services organizational badge. Additional guidance is as follows:

1.12.1. (Added) Each functional area may have specific requirements for accessory uniform items appropriate for the work function and/or work environment. Basic requirements include ties, scarves, blazers, jackets, windbreakers, vests, smocks, and ball caps. Managers may select, purchase, and issue uniforms. Managers may issue a maximum of two accessories to authorized employees to include ties, scarves, blazers, vests, and smocks. Managers may issue a maximum of one windbreaker, jacket, and ball cap to authorized employees. Refer to **Attachment 7 (Added)** for authorized items by functional areas.

1.12.2. (Added) Each functional work area may have specific requirements for safety uniform items required for the work function and environment as directed by AFOSH Standard 91-1, *Billeting Operations*. When required, safety uniform items will be issued in units of one each (for example, steel-toed shoes, goggles, back lift support belt, and gloves).

1.12.3. (Added) Before issuing uniforms, the general manager will develop written uniform policy on dress. Each employee must sign an AF Form 1297, **Hand Receipt**, for all uniform items received. Employees will be responsible for cleaning uniforms, as required, and for damage of uniforms beyond normal wear and tear. Managers will make every effort to ensure employees return all uniform pieces if employment is terminated for any reason. Lodging uniform requirements will be identified and included in annual base-level nonappropriated fund requirement budget submissions.

1.14. The general manager will implement the MAJCOM selected training program, monitor progress, and document employee records. Managers will develop schedules for the training sessions, and maintain attendance logs. They will encourage employees to register for professional certification and provide guidance if requested. The general manager will submit a Performance Plus Summary Report (RCS: AETC-SVX (SA) 0101) to HQ AETC/SVX semiannually (Oct-Mar due 15 Apr and Apr-Sep due 15 Oct).

2.2.5.4. General managers will conduct and document annual visits at all commercial lodging (CL) establishments and submit report to HQ AETC/SVX, NLT 30 Jun of each year. General managers will cease referrals to CL establishments not meeting Air Force standards until all discrepancies are corrected.

2.2.20.3. Lodging will use AETC Form 509, **Lodging Housekeeping Checklist**, and/or a locally approved base form to annotate daily housekeeping services (to include preventive maintenance services) provided to guests. Submit locally developed forms to HQ AETC/SVX for review and crossfeed.

3.7. Managers will work on a case-by-case basis with guests who do not have credit cards. Guests may pay all or a portion of the expected days of their stay at check-in with cash or check.

3.8. General managers will work with the unit resource manager to develop annual appropriated fund (APF) budgets and with the resource management flight chief (RMFC) to develop nonappropriated fund (NAF) income and expense operating budgets and NAF requirement budgets, which include capital fixed asset items and those meeting bulk purchase criteria. The HQ AETC NAF council is the lodging budget approval authority. The general manager will obtain base level NAF council concurrence on all budgets prior to submitting to HQ AETC/SV as required or requested.

3.9. Personnel costs for lodging will not exceed 65 percent of revenue, excluding the Air Force assessment over the rolling 4 quarters, inclusive of all employee recognition and awards. The computation will include the assessment for applicable FY01 months in the FY02 rolling 4 quarters, effective 1 Oct 01. As of 1 Oct 02, the computation for personnel costs without assessments will be applied for all months. The general manager will submit a statement of justification to HQ AETC/SVX for the specific accounting period and quarterly thereafter until the standard is met if personnel costs exceed the standard for any quarter.

3.12.4. (Added) AETC Form 509, **Lodging Housekeeping Checklist**.

3.12.5. (Added) AETC Form 511, **Room Maintenance Request**.

#### **Table A3.1.**

General managers will ensure AETC Form 511 and/or a locally approved base form is placed in each guest room. Submit locally developed forms to HQ AETC/SVX for review and crossfeed.

IN-ROOM AMENITIES, Television guide and channel listing. The general manager will use the local cable television (TV) guide channel, or equivalent, to satisfy this requirement. The general manager must include the TV guide channel number on each TV room channel listing (table tent).

**NOTE:** The following is added to Attachment 1:

#### **References (Added)**

AFOSH Standard 91-1, *Billeting Operations*

**Attachment 7 (Added)****AUTHORIZED UNIFORM ITEMS BY FUNCTIONAL AREAS****MANAGEMENT:**

Jacket	M, F
Vest	M, F
Shirt, Long Sleeve	M
Shirt, Short Sleeve	M
Blouse, Long Sleeve	F
Blouse, Short Sleeve	F
Slacks	M, F
Skirt	F
Tie/Scarf	M, F
Golf/Polo Shirt	M, F

**ADMINISTRATION:**

Jacket	M, F
Vest	M, F
Shirt, Long Sleeve	M
Shirt, Short Sleeve	M
Blouse, Long Sleeve	F
Blouse, Short Sleeve	F
Dress Slacks	M, F
Skirt	F
Tie/Scarf	M, F
Golf/Polo Shirt	M, F

**FRONT DESK:**

Jacket	M, F
Vest	M, F
Shirt, Long Sleeve	M
Shirt, Short Sleeve	M
Blouse, Long Sleeve	F
Blouse, Short Sleeve	F
Dress Slacks	M, F
Skirt	F
Tie/Scarf	M, F
Golf/Polo Shirt	M, F

**HOUSEKEEPING:**

Jacket (Executive Housekeeper)	M, F
Vest (Executive Housekeeper)	M, F
Pants	M, F
Blouse, Long Sleeve	F
Blouse, Short Sleeve	F
Work Shirt, Long Sleeve	M, F
Work Shirt, Short Sleeve	M, F
Smock	M, F
Golf/Polo Shirt	M, F
Shorts	M, F
Windbreaker	M, F

**MAINTENANCE/LOGISTICS:**

Work Shirt, Long Sleeve	M, F
Work Shirt, Short Sleeve	M, F
Golf/Polo Shirt	M, F
Windbreaker	M, F

**Legend:**

M = Male

F = Female

**Attachment 8 (Added)****IC 2002-1****IC 2002-1 TO AFI 34-246/AETC SUP 1, *AIR FORCE LODGING PROGRAM*****21 MAY 2002*****SUMMARY OF REVISIONS***

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3.7.2. **DELETED.**

3.7.2.1. **DELETED.**

3.7.2.2. **DELETED.**

3.7.3. **DELETED.**

3.7.3.2. **DELETED.**

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LESTER B. COALSON  
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